



Creating a Presentation in PowerPoint

Tom Negrino

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PowerPoint is nearly ubiquitous in today's world--in business settings, of course, but in schools and universities, clubs and organizations--almost everywhere you turn. It's not a difficult tool to use, but the presentations people create in PowerPoint range widely in quality--dazzling or dull, enlivening or enervating. Now, to help users deliver high-quality presentations, even when they're short on time, is this smart, concise guide designed to take them from standing start to stellar finish on their first presentations. Rather than cover every last option PowerPoint offers, author **Tom Negrino** steps readers through on a single, basic presentation, showing them the quickest, easiest, most effective way to communicate their ideas. Each short lesson builds a component of a basic presentation, from creating slides, formatting charts and tables, incorporating sound and video, creating transitions, and adding a bit of polish to their debut presentations. Friendly, step-by-step instructions and large, full-color screen shots make the information instantly accessible.

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